



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY & PROCEDURE

Subject: LICENSURE & PROFESSIONAL STANDARDS		Issued By: IDS PHARMACY	
		Approved By: Kathleen R. Hurtado R.Ph. HRA's President & CEO	
Policy #: 2000	Issue Date: May 1, 2007	Revised Date: August 20, 2007	Effective Date: September 30, 2007

Reference: Original Licensure & Professional Standards Policy dated 4-12-2006 and updated as of 11-1-2006 and 5-1-2007. Also, Section 4104(c) of the Business and Professions Code of the California Board of Pharmacy.

PURPOSE

To ensure that the IDS Pharmacy operates in accordance with all applicable federal, state and local regulations, institutional policies and procedures, and licensure requirements.

POLICY

1. **INSTITUTION:** The IDS Pharmacy will follow the policies and procedures of the LAC+USC Healthcare Network regarding study drug use (For more information, look here: <http://www.health-research.org/files/pharmacy/IDSManual.pdf>);
2. **LICENSURE:** All pharmacists and Pharmacy Techs must maintain valid and current licensure with the California Board of Pharmacy (www.pharmacy.ca.gov). All license copies will be kept in HRA's administrative offices by HRA's President & CEO. In addition, the following describes important reporting requirements and related immunity:
 - a. **LICENSEE TERMINATIONS MUST BE REPORTED:** Within 30 days of licensee termination for theft, diversion, or self-use of dangerous drugs and/or biologics – or licensee termination for chemical, mental or physical impairment affecting their ability to practice – the IDS Pharmacy must report this information to the California Board of Pharmacy;
 - b. **THE FOLLOWING MUST ALSO BE REPORTED:** Within 30 days, the IDS Pharmacy must report any admission by a licensee employed in, or by, the IDS Pharmacy of theft, diversion or self-use of dangerous drugs and/or biologics – or any admission of a chemical, mental or physical impairment affecting their ability to practice – to the California Board of Pharmacy. Any video or documentary evidence demonstrating such incidents of theft, diversion or self-use of dangerous drugs and/or biologics – or evidence of a chemical, mental or physical impairment of a licensee affecting their ability to practice – must also be reported to the California Board of Pharmacy within 30 days; and;



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c. **MAKING A GOOD FAITH REPORT MAKES ONE IMMUNE FROM ANY RESULTING LIABILITY:** Anyone making a “good faith” report to the Board of Pharmacy of (a), and/or (b) above, is granted immunity from any civil or criminal liability that might otherwise arise from making the report. Also, anyone making a report will be granted the same immunity in any administrative or judicial proceedings, which result from reporting to the Board;

3. **PRACTICE STANDARDS:** A licensed pharmacist will review each study drug order prior to dispensing. All medication orders prepared by Pharmacy Techs or pharmacist interns must be checked and verified by a licensed pharmacist prior to dispensing;
4. **STAFFING GUIDELINES:** The ratio of Pharmacy Techs to licensed pharmacists must not exceed the limits established by the California Board of Pharmacy.

RESPONSIBILITY

Pharmacist-in-Charge
Pharmacy Techs
All IDS Staff